

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0544***

**FLSA: Exempt**

**CLASSIFICATION TITLE: CHIEF BUILDING INSPECTOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory/skilled work functions associated with inspection of buildings and related systems to ensure compliance with applicable building codes.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Supervises field inspections of construction work, buildings, and premises for conformance with applicable codes, established specifications, and approved construction plans; conducts inspections when needed.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; recommends solutions to problems; responds to questions or complaints concerning code violations.

Mediates disagreements between inspectors and contractors/architects.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors, or other individuals.

Reviews architectural plans, construction plans, and specifications for conformance with codes.

Implements and updates building inspection policies and procedures; communicates policy changes to staff members; standardizes interpretation of codes.

Reviews amendments in building codes; researches code revisions; submits recommendations for code changes.

Issues certificates of completion when construction work is completed and meets all codes.

Issues court citations for violation of ordinances.

Trains inspectors on codes and related ordinances; advises employees of modifications to codes.

Attends Variance Board Meetings, Appeals Board meetings, or other meetings as needed.

Maintains records of inspection activities.

Prepares or completes various forms, reports, correspondence, logs, inspection reports, investigation reports, violation reports, certificates of occupancy, requisition forms, performance appraisals, or other documents.

Receives various forms, reports, correspondence, permit cards, architectural drawings, construction plans, zoning maps, flood maps, specifications, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database, e-mail, or other software programs.

Monitors inventory levels of departmental equipment and supplies; initiates requests for new or replacement materials.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, board members, contractors, architects, engineers, fire marshal, law enforcement officials, court officials, property owners, the public, the media, and other individuals as needed to

coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates and maintains a motor vehicle used to conduct work activities.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in building construction and building inspection; supplemented by six (6) to nine (9) years previous experience and/or training that includes building construction and building inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Building Inspector Certification. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.